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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 14 August 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 8 August - 14 August 1952

## I. Completed Projects

1. Project 52-1, Revision of CIA Regulation [REDACTED] Revision of CIA Regulation [REDACTED] re Agency briefing of outgoing [REDACTED] (now CIA Regulation [REDACTED], sent to O & M for promulgation. Carbon copy to Chief, Orientation and Briefing Division. 25X1A 25X1A 25X1A

2.



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3. Project 52-31, TR(G) Brief. Brief of TR(G) Training Courses and Programs sent out to offices of the Agency under #3 distribution. Follow-up phone calls made to distribution centers of the Agency and follow-up memorandum under #3 distribution sent out with respect to classification of the cover sheet.
4. Project 52-46, Missions and Functions of TR(G) Components. Draft of proposed TR(G) Regulation setting forth the missions and functions of TR(G) and components forwarded to DD/TR(G) and D/TR for approval for dissemination within O/TR.
5. Project 52-48, O/TR Regulation 60-2. Roster of S/PP contacts with non-governmental institutions and personnel completed in compliance with O/TR Regulation 60-2 and forwarded to D/TR.

## Projects in Process

1. Project 52-8, National Security Presentations. Draft of proposal for a series of lecture programs is being typed.
2. Project 52-17, Near East Language and Area Program. Applications to fill the six slots for the October session of the subject program [REDACTED] have been received. The Division of the Near East and Africa (OSO-OPC) has submitted the names of six candidates. Mr.

JOB NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 19 NO CHANGE  
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 10 REV DATE 28/11/52 REVIEWER 28/11/52 TYPE DOC. 02  
NO. PGS 3 CREATION DATE [REDACTED] ORG COMP 11 OPI 11 ORG CLASS S  
REV CLASS S REV COORD. AUTH: HR 70-3

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██████ of OCI has requested that his office be permitted to select two professional trainees for assignment to the program. This request has been denied for the present by D/TR. A summary of the sixteen-week half-time course to be offered ██████ starting in October is being prepared for distribution to interested offices. 25X1A1d

3. 52-18, Training for New Personnel. Adaption of the Basic Intelligence Course to twelve-week operation is being studied.
- 25X1A 4. Project 52-19, Revision of CIA Regulation ██████ Re-draft completed and will be used as a basis for discussion with the staff prior to submittal to the DD/TR(G) for approval.
5. Project 52-22, Chinese Language Project. Action withheld pending completion of FDD evaluation of available materials.
6. Project 52-30, Seminar on International Labor Relations. The statement of the objectives and requirements for the proposed seminar and an estimate of the number of personnel who would participate in it, have not been received as yet. The OPC project officer for the proposed seminar has advised us that replies to his request for requirements from the operating divisions and numbers of personnel who would attend have not been received in his office. Further planning on this project is in suspense pending receipt of office requirements and number of personnel who will participate in the seminar.
7. Project 52-33, Space for O/TR Expansion. There has been one brief conference called by Chief, Support Staff, and attended by himself, two members of his staff and one from S/PP; further conference was projected. S/PP has prepared and is coordinating a recommendation to DD/TR(G) for meeting major TR(G) space problems. S/PP has cooperated with the Support Staff (Chief, Administrative Office and Chief, Supplies and Services) in planning temporary facilities for all O/TR personnel now in Quarters I, Wing D, which O/TR is being obliged to evacuate promptly.
8. Project 52-35, TR(G) Bulletin. Drafts of three sections of bulletin completed this week. Will be coordinated with appropriate Division Chiefs.
9. Project 52-37, Collection and Source Exploitation Manual. All pertinent material (about 50 items of widely varied origin and size) in the O/TR library has been examined. O/TR library has been requested to obtain from O/CD as many of certain additional publications as it has. Through External Training Officer/Military, the Strategic Intelligence School, Department of the Army, was visited and some highly useful material was obtained. Development of scope and terms of reference for manual is in process.
10. Project 52-36, Language Reference Materials. A separate memo to the DD/TR(G) was prepared on this subject following the meeting held by the AD/IC on 11 August. S/PP will coordinate with FDD in meeting further required action.

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11. Project 52-42, Commo Training Requirement. The Office of the General Counsel has suggested a counter proposal for securing refund from personnel who sign up for the proposed correspondence course and then do not wish to complete it. The General Counsel has requested additional time before giving an opinion on [REDACTED] 25X1A9a
12. Project 52-43, Agency Training Requirements. Analyzing the Office of Training requirements which were submitted in compliance with CIA Regulation [REDACTED] with a view toward determining the applicability of these requirements to a comprehensive survey. 25X1A
13. Project 52-45, Newsletter. Draft of proposed inclusion in Newsletter forwarded to DD/TR(G) for approval. Will then be submitted to Newsletter, due date 25 August. Chief, S/PP will coordinate O/TR material with D/CI's Office and O/TR(G) division chiefs.

14. [REDACTED] 25X1A2g

### III. New Projects

1. None

### IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-7, Administrative Training Program.
3. Project 51-9, A National Intelligence Course.
4. Project 51-10, Intermediate Intelligence Course.
5. Project 51-21, Area and Language Specialists.
6. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
7. Project 52-34, Lip Readers. (completed) [REDACTED]

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